



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LAUNDRY SUPERVISOR

Class No. 006509

■ CLASSIFICATION PURPOSE

To plan, direct, coordinate, and schedule the laundry operations for the Sheriff's detention facilities; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Laundry Supervisor is a single position, second-level supervisor class allocated only to the Sheriff's Department, Detention Inmate Services Bureau. Under the direction of the Sheriff's Inmate Services Division Operations Unit Supervisor, this class is responsible for supervising and directing the activities of a large, centralized laundry operation which services all of the Sheriff's detention facilities.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, directs, coordinates, and schedules the detention facilities' laundry operation, consisting of washing, drying, folding, pressing, sorting, issuing, and delivering of laundry supplies, supervises subordinate supervisors and support staff performing laundry work.
2. Oversees the inventory control of laundry supplies for the jails and maintains inventory records and reports.
3. Maintains records and prepares computer-generated laundry activity and production reports for the Sheriff's Inmate Services Division Operations Unit Supervisor.
4. Operates and maintains laundry equipment such as washers, extractors, tumble dryers, flatwork ironers, and presses.
5. Issues repair work when necessary.
6. Ensures that the laundry operation is maintained in a safe and secure manner.
7. Assists the Sheriff's Inmate Services Division Analyst by researching and developing equipment specifications for procurement.
8. Works closely with the Inmate Services Division Warehouse Supervisor to maintain appropriate levels of clothing inventory.
9. Works closely with the Grossmont Unified Adult School Vocational Instructor to ensure current industry standards are taught to students.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laundry operations and management principles, methods, and techniques as applied to a large institution.
- Proper use and preparation of soaps, bleaches, starches, brighteners, and other solutions used in laundry operation.
- Proper use and maintenance of institutional laundry equipment (washers, extractors, tumblers, irons, mangles, and presses).
- Safety practices and precautions used in a large institutional laundry facility.
- Inventory control and record keeping methods and techniques.

- Supervision and training principles and techniques.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, direct, coordinate, and schedule the laundry operation (washing, drying, folding, storing, issuing, and delivering of laundry items) for the Sheriff's detention facilities.
- Supervise and train subordinate laundry workers and support staff.
- Oversee the inventory control of laundry supplies for the jails, and maintains inventory records and reports.
- Maintain records and prepare computer-generated activity and production reports on laundry operations.
- Ensure that the laundry operation is maintained in a safe and secure manner.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Two (2) years of experience planning, directing, coordinating, and scheduling a full-scale laundry operation for a large institutional facility. Previous experience must have included supervising the work of subordinate laundry workers; OR,
2. Two (2) years of experience as a Senior Laundry Worker with the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: standing for extended periods of time, repetitive use of hands to operate computers, printers, copiers and other equipment. Lifting items weighing up to 50 pounds and occasionally up to 70 pounds with assistance, pushing heavy carts, sitting, walking, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Workers in this class are required to work in hot areas, with contaminated clothing, push heavy carts, and must be physically able to stand for long periods of time. Applicants must be willing to work any shift, on holidays or weekends; with inebriated, uncooperative, and/or emotionally disturbed persons; and in a locked detention facility, working with inmates. Incumbents may be exposed to constant noise and the possibility of infections and skin irritants.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation, which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: November 13, 1992**  
**Reviewed: Spring 2004**  
**Revised July 8, 2005**  
**Revised: July 31, 2006**

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Laundry Supervisor (Class No. 006509)

Union Code: MM

Variable Entry: Y